

Caltrain Maintenance Facility Oversight Committee

To: San Jose City Council
Valley Transportation Authority Board of Directors
Joint Powers Board
Shasta/Hanchett Park Neighborhood Association
College Park Neighborhood Association
Arena Neighborhood Association

From: Ben Tripousis

cc:

Michael Blackman	John Litzinger	Jim Webb
Cindy Chavez	Arthur L. Lloyd	Liz Wiecha
Rick Crosetti	Anthony Marraro	Ken Yeager
Megan Doyle	Jonathan Noble	Cathi Zammit
Kay Gutknecht	Michael Riepe	
Eric Jacobs	Frank Sharpless	

Date: October 20, 2003

Re: Summary of Oversight Committee Meeting of August 27, 2003

Attendance

Committee Member	3/25/2003	8/27/2003	10/22/03	
Kay Gutknecht, S/HP	X	X		
Eric Jacobs, At Large				
Michael Blackman, College Park		X		
Michael Riepe, Alameda Park	X	X		
Cindy Chavez, District 3				
Ken Yeager, District 6 (Or staff)	Rick Crosetti	Megan Doyle		
Arthur L. Lloyd, JPB	X	X		

STAFF				
Anthony Marraro, JPB	X	X		
Cathi Zammit, JPB	X	X		
Frank Sharpless, VTA	X	X		
John Litzinger, HNTB	X	X		
Liz Wiecha, JPB	X	X		

GUESTS

- None

MINUTES OF 08-27-03

- Meeting was called to order at 6:10 p.m.
- The group met as a Committee of the Whole.

Project/Budget Update:

- No budget changes reported. I think we should capture the budget shortfall amount and the fact that Caltrain staff has identified areas to make up the difference and what they are doing to pursue and what the impact is on mitigations and project timeline.
- The UPRR / Fiber Optic track relocation project's contract was advertised on June 17, 2003. Bids were opened on July 7, 2003 and the contract is scheduled to be awarded at the September 4, 2003 Joint Powers Board meeting. Notice to Proceed scheduled for October 1, 2003 with construction scheduled for completion in late April or early May 2005.
- A Committee requested information on how possible budget shortfalls might impact the project. Caltrain staff responded that in the Capital Budget approved by the Board does continue to show a short fall, but that staff will present options to the Board at the upcoming workshop. Options could include:
 - A budget amendment
 - Schedule modifications; funding is available to keep the project moving through this year
 - Possibly more funding added to the next fiscal year's budget.
- The current project budget continues to show full funding for the shared objectives. Caltrain staff stated that this project has been one of the highest priorities for Caltrain so funding has continued to keep the project moving forward.

CONSTRUCTION HOTLINE UPDATE

- The Committee received a report regarding the outreach that would be provided by the Caltrain during the construction process.
 - Denise Dahl from the Allen Group was introduced at the meeting as the outreach liaison for the neighborhoods during construction. Ms. Dahl will be coordinating activities between Caltrain and the neighborhood and will be the neighborhoods' point of contact regarding any construction issues 24 hours a day, seven days a week. I don't think this is true. She will be holding community meetings at yet-to-be determined times, but she is NOT our 24x7 contact.
- Caltrain will keep a log of incoming calls regarding the construction project and has a goal of responding to non-emergency calls and requests within 72 hours. Emergency calls will be handled as appropriate. There will be procedures in place governing how emergency calls will be dealt with. Please add definition of an emergency. This was the key agenda topic.
- The Committee would like to discuss in the future what type of report would be generated for the Committee regarding calls to the Customer Hotline. Will be discussed at the next meeting

- Some methods of outreach that will be used to keep in touch with the neighborhoods include:
 - Workshops prior to construction where email information can be collected in order to develop a database that can be used to provide early information on activities. I thought I pretty specific that we already have email lists as do the two neighborhoods assoc and these should be used. Any new neighborhood meetings should be coordinated with the committee.
 - Will use emails to provide information.
 - Use the Committee meeting as an outlet for community meetings.
 - Post/provide hotline number so it is readily available to the community. Need to track where this will be posted, and when. Surely there were action items around this item.

65% DESIGN REVIEW FOR AESTHETICS AND COMMUNITY WALL UPDATE

- The consultant team presented color and design alternatives for the wall and looked to the Committee to make recommendations on the color palette, texture and the pattern of wall.
- The Committee heard public comment on possible patterns for designs in the wall and staff will work with architect on some other design options.
- Committee recommended the brown color palette with the red split face brick accent. We also recommended a layout; please add.
- HNTB is in the beginning phases of developing landscaping plans and the landscaping will be brought back as part of a subsequent contract.
- Consultant staff explained the different contract packages for the community wall project.
 - First contract package is for sight grading and demolition to prepare for the wall.
 - Second package will construct the community wall along the west portion of the property and will relocate the fiber optic lines.
 - Third package will construct the smaller final segment of the wall once the crossing is closed.
- The goal of the wall was to provide noise attenuation during the long-term operation of the facility.
- The construction of the community wall is scheduled to begin in late March 2004.

MAINTENANCE FACILITY UPDATE

- The demolition and site-clearing contract was advertised.
- Caltrain staff has incorporated community comments into the design.

BUDGET AND SCHEDULE UPDATE ADMINISTRATIVE ISSUES

- Items relating to administrative issues were deferred until the September meeting.
- Items to be discussed include:

- 100% design on the community wall
- Mailing
- The Committee discussed ways in which to limit the amount of large-scale mailings to the group. The final consensus of the group was to do a review of the plans at the upcoming meetings, with staff highlighting the items in the plans that reflect the shared objectives. One public set would be available through the DOT offices.
 - Website
 - Minutes
 - Community Notifications
 - New Board Member Installations
 - RDA/SNI Plans
 - Hotline Report
 - General Committee Reporting

UPCOMING MEETINGS

- NOVEMBER 17, 2003
- JANUARY 28, 2004
- FEBRUARY 25, 2004

MEETING AGENDA OVERVIEW

- All meetings are to begin at 6:00 p.m. in Room 204 of the San Jose City Hall, 801 North First Street, unless otherwise noted.

Date	Proposed Agenda	Presenter
10/22/03	Status of New Committee Member	Chair/Council Offices
	CEMOF Map Issue	JPB Staff
	Construction Hotline Community Mtg. Update	JPB Staff
	Update of Mailing Issues, Mailing List from September Mtg.	Ben Tripousis
	Update Status of Project Website	Ben Tripousis
	Preparation for Nomination of New Officers	Chair

PROJECT OVERVIEW

Date	Milestones	Responsible Staff/Committee Member

ACTION ITEMS

Date Reported	Issue Description	Status <i>(if resolved, enter date)</i>	Comments <i>(if resolved, enter resolution)</i>

OLD BUSINESS

- SNI PLAN STATUS?
- Resolution of Outstanding Action Items?

NEW BUSINESS

- Community Notifications?
- Format & Delivery Schedules?
- Meeting Schedules

PUBLIC COMMENT

- None